



**State of Missouri
2008 Governor's Award for Quality and Productivity
Nomination Checklist**

The Nomination Checklist is for your assistance to ensure that you have completed all parts of the nomination package. Do not include this checklist with nomination packet.

- ☐ Ensure names of all team members have been included on your nomination. Once the nomination has been submitted no additional names can be added.
- ☐ Ensure all names are spelled correctly. (Verify spelling of all team members names)
- ☐ Include the job titles and agency/organization of all team members
- ☐ Complete the Executive Summary. Why this project is exceptional, why the citizens of Missouri should be proud of this team, and why the accomplishments are beyond regular responsibilities.
- ☐ Electronic forms can be downloaded at <http://www.training.oa.mo.gov/erp/2008GAQPNominationForm.doc> or at <http://www.training.oa.mo.gov/erp/GAQPNominationForm.pdf> or type responses to all questions (reference each section and number clearly) and attach responses to an original or photocopy of the nomination form.
- ☐ Confirm point of contact and telephone number.
- ☐ Forward completed nomination packet to agency coordinator for verification.

For more information visit the web site listed below or contact:

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<http://www.training.oa.mo.gov/erp/index.shtml>